

**Red River Valley Conservation Service Area
Executive Committee and Personnel Committee Meeting
April 6, 2011
Red Apple Café
Mahnomen, MN**

The executive and the personnel committee meeting of the Red River Valley Conservation Service Area (RRVCSA) was held on Wednesday, April 6, 2011, at 9:30 a.m., at the Red Apple Café in Mahnomen, MN.

Those present at the meeting were:

Jerome Flottemesch, Becker SWCD
Carol Schoff, Clay SWCD
Linda Hanson, Pennington SWCD
Pete Revier, Mahnomen SWCD
Gary Lee, East Polk SWCD
Scott Balstad, East Polk SWCD
Brad Grant, Becker SWCD
Jim Hest, Engineer
Jeff Haverland, Engineering Technician
Ginger Flynn, Becker SWCD, Secretary

Executive Members absent:

Tanya Hanson, Red Lake SWCD

The meeting was called to order by Chairman Flottemesch.

Motion by Carol Schoff, seconded Linda Hanson to hold the executive and personnel meeting jointly. Affirmative: Unanimous. Motion carried.

Motion by Scott Balstad, seconded by Carol Schoff to approve the minutes of the RRVCSA Personnel Committee held on March 9, as sent out and received by the committee members. Affirmative: Unanimous. Motion carried.

The RRVCSA Executive Committee Meeting minutes were reviewed. It was questioned if employees that are on a committee, can they vote? It was determined district employees that are appointed to a committee by the RRVCSA Board that they are eligible to vote on that committee.

Motion by Pete Revier, seconded by Gary Lee to approve the minutes as corrected. Affirmative: Unanimous. Motion carried.

The financial reports and bills payable for March, 2011 were presented.

Motion by Linda Hanson, seconded by Gary Lee to approve the March, 2011 Treasurer's Report as presented. Affirmative: Unanimous. Motion carried.

The committee members reviewed the 2011 budget in preparation for the 2012 fiscal year budget. Also reviewed the expenditures and revenues, spent and received for fiscal year to date. Brad had visited with Al Kean, BWSR Engineer, and Wayne Zellmer, Grants Coordinator, on funding for the TSAs. It was indicated that the funding would probably be the same as last year.

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Committee members reviewed each line item on the budget.

The committee met individually with each employee.

Jeff Haverland, Engineering Technician, made his presentation and request to the committee. He handed out a sheet on his accomplishments for the past year. Jeff's request was 2% cost of living increase for each of the past 3 years and a 3% merit increase for a total of 9%.

The committee members complimented Jeff for the work he has done and on his presentation.

Jim Hest, Engineer, made his presentation and request to the committee. He handed out a sheet on his accomplishments for the year. Jim's request was 2% increase in salary and a \$100 increase on his health insurance.

The committee thanked Jim for the work that he has done.

Brad handed out a sheet that he had compiled from other districts on what SWCDs had received in salary increases for the year.

Discussion followed. It was noted that for the next personnel review that they have a list of what the other TSA Engineers and Engineering Technicians' compensations are.

The committee members decided to offer Jeff and Jim, both an increase of \$2,657.00 per year. This amounted to approximately a 5.4% increase for Jeff and approximately a 3.7% increase for Jim. They both accepted the committee's proposal.

It was noted the increase is dependent on making recommendation to the full RRVCSA Board on June 23, 2011 and their approval of the salary increase.

Motion by Carol Schoff, seconded by Linda to approve the proposed budget and present it to the full RRVCSA Board on June 23, 2011. Affirmative: Unanimous. Motion carried. See enclosed 2012 budget.

Motion by Gary Lee, seconded by Carol Schoff to approve the salary package that was offered to the employees and present to the full RRVCSA Board on June 23, 2011. Affirmative: Unanimous. Motion carried.

Jeff asked the committee to reconsider their decision from the March 9th meeting that he would do water and sediment control basin designs for an individual and Jim would sign off on Jeff's plans.

Jeff had been asked to design plans in a way he was not comfortable with. After discussing design and construction issues with the landowner, he said that he was very uncomfortable proceeding with what he was being asked to do. He not only had issues with the way he was told to design the plans, but he was also worried about construction supervision issues and the certification that the projects met applicable NRCS specifications.

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It was the consensus of the committee that Jeff should not be forced to complete the plans if he was uncomfortable with what he was being asked to do and that the committee would back Jeff on his decision.

Motion by Carol Schoff, seconded by Scott Balstad to adjourn the meeting. Affirmative: Unanimous. Motion carried.



Ginger Flynn
Becker SWCD



Pete Revier
RRVCSA Secretary-Treasurer